

PACKAGES CONVERTORS LIMITED

Document type:

Job Description

Title

Costing & Development Executive

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1.0 POSITION TITLE : Costing & Development Executive

2.0 LOCATION: Business Unit Folding Carton

3.0 ACCOUNTABLE TO: Assistant Manager Product Development

4.0 DIRECT SUPERVISION: Business Unit Manager BUFC

5.0 DUTIES AND RESPONSIBILITIES

- 5.1 To do Pre Cal-calculation of cost models for every new product/Job for local and export business
- 5.2 To do liason with internal departments wrt challenges while development of a packaging product/new job
- 5.3 To do Planning processes, materials for carrying basic packaging development in BUFC
- 5.4 To do coordinate conducting product development trials, documentation & recommendations
- 5.5 To do liason with vendors for development of new materials/combination required to develop packaging product.
- 5.6 To arrange quotations from vendors for new product development.
- 5.7 Negotiation with Contractors & arrange contracts.
- 5.8 Liaison with Sales for development activities.
- 5.9 Ensure blank sample preparation within agreed time.
- 5.10 Coordinate in preparing the Technical Specification of a product
- 5.11 To make and maintain reports for business maturity and sale development plan in coordination with sales.
- 5.12 To maintain data of costing for all jobs customer wise in planned way.

**CONTROLLED
DOCUMENT**
BUSINESS UNIT FOLDING CARTON (BUFC)